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250755
25 JUL 1955

MEMORANDUM FOR: Executive Officer, Office of Personnel

SUBJECT:

Annual Report

CONTRACT PERSONNEL
DIVISION

Forwarded herewith, in accordance with memorandum dated 11 July 1955, is the Annual Report for the Contract Personnel Division. The Report has been prepared in three sections, as prescribed by referenced memorandum.

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Chief, Contract Personnel Division

Attachment:
Annual Report

DOC	1	REV DATE	24-6-81	BY	6199
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Contract Personnel Division

ANNUAL REPORT

For the Period 1 July 1954 to 30 June 1955

SECTION 1. MAJOR ACCOMPLISHMENTS AND SIGNIFICANT DEVELOPMENTS DURING FY1955.

I. Although the work of this Division cannot be measured solely in terms of statistics, the following items, most of which have been reported on in previous reports, give a fairly good indication of the type and volume of work accomplished during the reporting period:

A. Contract Personnel.

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As of the end of the reporting period, the Division had on record approximately [REDACTED] individuals under contract, broken down into the seven contract categories. Approximately [REDACTED] new contracts were prepared by the Division during the period and approximately 1000 contract amendments were prepared and executed during the period. In accordance with established procedures, the Division also received and reviewed during the period approximately [REDACTED] contracts written in the field.

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B. Staff Agents.

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As of the end of the reporting period, the Division had on record approximately [REDACTED] Staff Agents. During the period, the Division processed approximately [REDACTED] Staff Agent personnel actions, including slightly over [REDACTED] periodic step-increase actions.

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C. Military Details.

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There were [REDACTED] active Military Details as of the end of the reporting period. During the period, [REDACTED] Letters of Authorization were prepared and executed for Military Details, and 92 Letters required amendment during the period.

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D. Allowances.

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As of the end of the reporting period, the Division had on record approximately [REDACTED] individuals drawing equalization allowances. During the period, [REDACTED] new equalization allowances were authorized and [REDACTED] such allowances were revised. It should be noted that every equalization allowance established or revised requires a computation based on

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the individual's salary and cost-of-living indices promulgated [REDACTED] Also during the period, approximately 100 separation allowances were authorized. The Division recommended the classification of [REDACTED] new posts for allowance purposes during the period, making a total of [REDACTED] posts which have been classified by the Agency.

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E. Miscellaneous Agreements.

As of the end of the reporting period, the Division had on record approximately 150 miscellaneous agreements, such as Cover Agreements. 33 of these agreements were prepared during the period and certain of these required amendment during the period.

II. During the period, the Division performed additional functions or discharged additional responsibilities which do not lend themselves to statistical presentation. One of the more important of these was (and is) providing Office of Personnel representation at Administrative Plan meetings. The records of the Division show 68 such meetings were attended during the period and that 58 Administrative Plans were concurred in. Another item which required considerable staff time during the reporting period involved participation in the development and coordination of certain regulatory materials of concern to the Division. Included in this regulatory category were the matters of unemployment compensation and social security and Field and Headquarters' regulations on Contract Personnel. The Division also prepared during the period a new Check List for use by the operating components in requesting the preparation or amendment of contracts.

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Contract Personnel Division

ANNUAL REPORT

For the Period 1 July 1954 to 30 June 1955

SECTION 2. OBJECTIVES FOR FY1956 AND STATUS OF CURRENT PROGRAM.

I. One of the primary objectives for the current fiscal year involves the "finalization" of certain Agency regulations relating to the functions of the Division. The most important of these are as follows:

- | | | |
|-----------------|--|-------------------------------------|
| A. Headquarters |  | regulations on educational allow- |
| ances. | | |
| B. Headquarters | | regulations on standard allowances. |
| C. Headquarters | | regulations on Contract Personnel. |
| D. Headquarters | | regulations on Staff Agent person- |
| nel. | | |

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Regulations on the above topics will contribute greatly to a better understanding and administration of the functions for which this Division is responsible. Drafts have been prepared on most of the topics referred to, and it is anticipated that well before the end of the current fiscal year regulations will be coordinated and published.

II. In addition to the publication of suitable regulations on Contract Personnel, another objective involves the provision of increased assistance to both headquarters' and field elements in the development and execution of contracts. Such assistance is provided through day-to-day working contacts with those individuals in the operating components who make use of the contract device, through orientation of personnel and administrative officers going to the field, and through presentation of lectures at formal training courses given by the Office of Training. A closely related objective involves the placing of increased emphasis on the briefing of contract individuals in the proper interpretation and understanding of the terms of their contracts. During the current program year, it is anticipated that the following two major problem areas will require considerable assistance of this type: the first involving the effect of the legislative pay increase on personnel service contracts, and the second involving the application of the social security laws to United States citizen contract personnel.

III. In the area of allowances, the Division began FY1956 with the task of recomputing all equalization allowances as a result of the new legislative pay

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increase. Another objective for the current fiscal year involves the development and publication of an educational allowance regulation, following which the Division will presumably have the task of administering certain provisions of such a regulation.

IV. A further objective for the current year involves the refinement of procedures for the processing of Staff Agent personnel, particularly in such areas as briefing, debriefing, processing of Fitness Reports, and periodic step increases.

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Contract Personnel Division

ANNUAL REPORT

For the Period 1 July 1954 to 30 June 1955

SECTION 3. PROGRAM OUTLOOK FOR FY1957.

It is anticipated that the present functions of the Division will be continued throughout FY1957 and that such changes as may take place will be changes in emphasis only. One of the major changes in emphasis which can be anticipated at this time involves provision of better staff guidance and assistance to the operating elements supported by this Division. Although considerable progress has been made in this direction in the past several years, much nevertheless remains to be done, particularly in view of the turnover which normally takes place among such operating people as case officers. The development and publication of additional regulatory material in this area will be of considerable importance and will make it possible for the staff of the Contract Personnel Division to devote more of their time to the less routine type of problem.

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JUL 29 1955

MEMORANDUM FOR: Director of Personnel

SUBJECT: Semi-Annual Reports of Progress and
Program Plans *PERSONNEL PROCUREMENT*

1. In compliance with your memorandum dated 11 July 1955 on the subject above, there is submitted herewith the Report of Progress and Program plans of the Personnel Procurement Division.

1955

2. During the past year the Personnel Procurement Division failed to satisfy the Agency's personnel needs. Statistical charts attached show quite effectively what was accomplished with the drastically reduced staffing pattern of the 1955 Fiscal Year T/O. The Management survey conducted during the latter months of the fiscal year proved conclusively that there is a definite, positive, and almost lineal relationship between the size of the recruitment staff and the number of employees entering on duty. The staffing pattern recommended by management during the survey, as explained in their report, is intended not to be a proper staffing pattern, but is predicated on the ability of the Division to obtain new recruiters, give them the required training on the job and in the Office of Training, and get them into useful production. With the time delays incident to such an expansion program (recruiting, clearance and training) it means that the Personnel Procurement Division will not reach a staffing pattern equal to the job of meeting Agency attrition for Fiscal Year 1956. The records of the Office of Personnel show that at the beginning of Fiscal Year 1955 there were 156 (includes DD/P figures) professional and specialized vacancies, and at the end of the Fiscal Year there were 384 (includes DD/P figures only through March) vacancies. The clerical figures for the same period were 216 (includes DD/P figures) and 380 (includes DD/P figures only through March) respectively. The above figures, we feel, show quite clearly that despite the efforts of the Personnel Procurement Division and "other" recruitment of the Agency, including recruiting of "backdoor" cases by Agency Personnel, the Agency as a whole failed to reach ceiling strength.

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2. For the coming Fiscal Year, the Personnel Procurement Division will be engaged in meeting two basic problems. The first and foremost will be an effort to maintain through Division recruitment the Agency strength. Secondly, while doing so, the Division will train many new recruiters. It follows therefore, that based upon the Management report, we foresee another losing year. This situation will be further compounded by the very real fact that the Division has had levied upon it the extra recruitment of personnel for certain high-priority projects. As pointed out in the 1955 Fiscal Year section given earlier in this report, there is a definite relationship between numbers of people needed, the size of a recruiting staff and the time allowed to recruit these people. These relationships are real and definitely measurable. Without a firm realization of these facts by all levels and components of the Agency we in the Office of Personnel will be subject to continuing criticism.

3. Since increases in staff are costly, during the coming year efforts will be made to reduce total Division costs by transferring the clerical type recruiting now done by the senior recruiters of the Specialized Recruitment Branch to the Clerical Recruitment Branch. We feel that the clerical recruiters are capable of recruiting specialized communications and other technical clerical types. We feel that this will result in a saving of money between their grades and those of the senior recruiters while at the same time providing the senior recruiters with greater time to compete for the highly sought-after professionals required by the Agency who continue in short supply.

4. We fully concur in the recommendations of the Management Staff in the use of dictaphones as a time-saving recruiting tool, and if funds are provided they will be furnished to the recruiters as soon as available. We further concur in the recommendations that automobiles be provided. We have made subsequent studies of this recommendation and believe that these studies will not only show tangible savings in overall travel costs, but will prove of great assistance in obtaining and retaining recruiters through improving their morale while on the job.

1957


Since the Agency strength for Fiscal Year 1957 is completely unknown and is at the present time under study for Fiscal Year 1956, we will be unable to plan with any degree of assurance for Fiscal Year 1957.



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Chief, Personnel Procurement
Division

FISCAL YEAR 1955

	Man Years Worked	EODs Clerical Professional
Specialized Recruitment Branch	11.083	
Clerical Recruitment Branch	11.833	
Departmental Recruitment Branch	<u>4.00</u>	
Total Division Production	26.913	
	Man Years	

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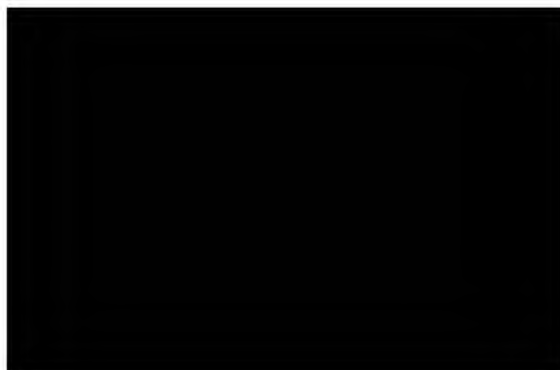
(Dropped from the above figures are those EODs produced by former employees of the Personnel Procurement Division and detailees, in order that an exact figure might be secured of the production of the Division by man years worked).

Total Interviews by the Division

Total recommended cases

Total security initiations


Total EODs



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FISCAL YEAR 1956

T/O Proposed by Management

SRB		recruiters (including chief and deputy chief) backstops (clerical support) total
CRB		recruiters (including chief and assistant) backstops (clerical support) total
DRB		recruiters (including chief) backstops (clerical support) total

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This T/O should produce the following EODs, based on the rate established in Fiscal Year 1955, and not taking into account that many of the recruiters will be untrained.

Clerical

Professional

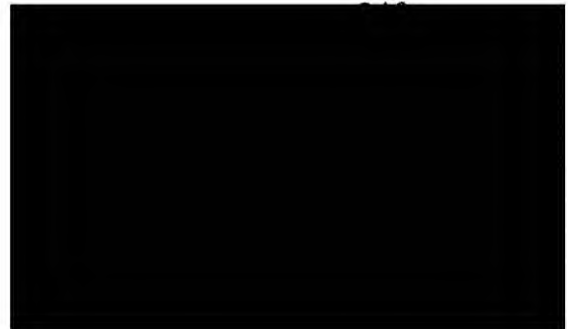


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Agency needs, per Management figures,
attrition only

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Agency needs, special projects, for which
we recruit approximately 50 per cent of
their needs



Continuing load of [redacted] unfilled requisitions
in PAD

(The augmentation figure of [redacted] EODs per month to bring the Agency to ceiling strength within one year has not been taken into account in the above Agency needs).

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For Fiscal Year 1956 the Specialized Recruitment Branch will not be able to recruit [redacted] EODs. Six new men are expected to EOD by 1 September. Since these men must have at least two months training after EODing, and since it will be at least six months after training has been completed before they can possibly produce an EOD, each of these men will be producing EODs for only two months of the fiscal year. No other recruiters are expected to EOD into the Division in time to be producing in Fiscal Year 1956. For this reason, Specialized Recruitment Branch figures should be:

6 new recruiters
1 recruiter (in training)
7 experienced recruiters
1 part time division chief



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The Clerical Recruitment Branch has 10 experienced recruiters, and should have 4 recruiters producing for two months of the fiscal year, making their production figure appear as follows:

10 Experienced recruiters
4 new recruiters

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The Departmental Recruitment Branch now has 4 trained recruiters on duty. One man is expected to EOD approximately 1 October, so the production for Fiscal Year 1956 should be:

1 new recruiter

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4 experienced recruiters
clerical and professional
EODs per year)

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Probable PPD EODs, based on filling vacant slots in Management-approved T/O with untrained personnel,

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The above production figure will not fill the Agency clerical attrition, while the professional attrition should be filled and some progress made toward filling recruitment requests for special projects.

Established Agency attrition rates

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In Fiscal Year 1955 the Agency put into process specialized clerical and technical types such as commo specialists, safehouse keepers, TSS technicians, medical technicians, etc., in grades GS 4 through 6. Personnel Procurement Division has been identified as being responsible for placing at least 243 of this number.

In order to leave our senior recruiters free to devote full time to obtaining well-motivated, highly qualified, high-level types needed by the Agency and in short supply, and the Junior Officer Trainee types for which there is great competition, it is suggested by this Division that 5 slots be transferred from the Specialized Recruitment Branch to the Clerical Recruitment Branch for Fiscal Year 1956 only. This could be an economy measure grade-wise. The five men filling these slots, if they can be transferred to the Division from within the Agency and on duty by 1 September 1955, and given the necessary six-month period for processing cases, should be able to EOD 100 of the above types. In this case, production of the Specialized Recruitment Branch would remain the same as that quoted above while production of the Clerical Recruiting Branch would be increased by 100 at least, to a total of for Fiscal Year 1956.

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If this suggestion is adopted the T/O of the two branches would appear thus:

SRB		recruiters (including chief and deputy)
		backstops (clerical support)
		total
CRB		recruiters (including chief and assistant)
		backstops (clerical support)
		total

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FISCAL YEAR 1957

The T/O of the Division would remain the same as that approved by management for Fiscal Year 1956 on the basis of information known at this time. Should the Agency ceiling be raised adjustments upward would have to be made in the 1956 Personnel Procurement Division staffing pattern.

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